

# Single Process Initiative

## NASA AND SPI

The National Aeronautics and Space Administration (NASA) is a valued DCMC customer. **NASA is also an important partner in the DoD SPI process.** On May 17, 1996, the NASA Administrator issued SPI-implementing guidance expressing enthusiastic support for SPI and NASA's intent to cooperate with DCMC in the implementation process. Since that time, there have been many SPI meetings at NASA Headquarters and Space Flight Centers.

**Our implementing guidance stresses the importance of early customer notification and involvement** in processing contractors' concept papers. NASA has requested that they be involved in the concept paper review process at the earliest possible time when NASA contracts are -- or may be -- affected. Therefore, regardless of the dollar value of NASA contracts, the cognizant NASA Space Flight Center should be invited to participate on the Management Council.

**Each NASA Center Director has appointed a focal point for implementing SPI.** The Center Focal Point acts as the liaison between the DCMC Contract Administration Office (CAO) and the affected NASA project offices; receives the concept papers from DCMC; ensures that the concept papers are reviewed by the appropriate personnel; serves on -- or designates -- a member to serve on the DCMC Management Council; coordinates with other NASA Centers, as appropriate; and assures a timely response back to DCMC.

**For each project/program, the cognizant NASA Contracting Officer (CO), together with the Program Manager, will review each proposed block change for approval.** Unless the affected process is required by a NASA Management Instruction or the NASA FAR Supplement, no higher level of approval is necessary. However, any non-approval must be reviewed by the Center Director. Once the principals agree to the single process, the NASA CO's written approval, including any delegations deemed necessary, will be conveyed to DCMC for implementation within a contract block change.

**If only one or two project offices are affected by a proposed process change, the ACO should invite each of the PMs to participate on the Management Council. If several projects at a single NASA Center are affected, then the invitation should be extended to the designated Center SPI Point of Contact (POC) who will coordinate a project-by-project response.**

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**If more than one Center is affected, then invitations should be extended to each Center POC. Where a Lead Center relationship exists, a representative of that Lead Center should represent all affected NASA contracts.**

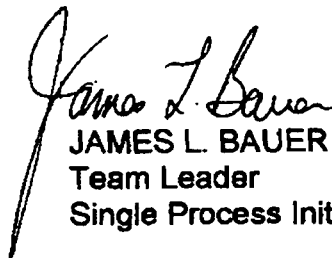
### **MODIFYING NASA CONTRACTS**

The NASA Administrator's May 17, 1996 letter provides authority for DCMC ACOs to modify NASA contracts once the DCMC ACO receives written concurrence from the NASA CO. The ACO can accomplish this using the block change modification process.

### **CONSIDERATION**

The DCMC ACO will typically develop an estimate of the total consideration due on all affected Government contracts. This amount will be apportioned to affected contracts after discussion with Component Team Leaders and the NASA focal point. The DCMC ACO will then negotiate consideration with the contractor.

Please direct any questions regarding this process to the Block Change Management Team at DCMC Headquarters at (703) 767-2471 or DSN 427-2471.

  
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Team Leader  
Single Process Initiative Team

(For Information Only - Not Official Policy) This is the eighth in a series of Single Process Initiative (SPI) information sheets. These information sheets are intended to facilitate implementation of SPI and are for internal use by Defense Contract Management Command (DCMC) personnel.